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Minimum Qualification Specifications  
for the Class:

CEMETERY OPERATIONS ASSISTANT

**Basic Education/Experience Requirement**

Graduation from high school, or equivalent, which included successful completion of courses that demonstrated proficiency in reading and the ability to comprehend and apply written directions, and knowledge of basic arithmetic including multiplication and division.

Excess experience of the type and quality described below, or work experience requiring the ability to read, comprehend and apply written directions (or a high degree of verbal skill) and the ability to perform basic mathematical computations including multiplication and division, may be substituted for education on a year-for-year basis.

**Experience Requirements**

Applicants must possess experience of the kind, quality and amounts described below, or any equivalent combination of training and experience.

General Experience: Two (2) years of responsible office work experience which demonstrated that the applicant possesses knowledge of general office practices and procedures, and record keeping.

Specialized Experience: Three (3) years of responsible work experience in performing funeral, memorial, interment, or comparable services (such as tending to caskets or cremated remains and floral offerings at a funeral parlor, chapel, or cemetery for wake, funeral or burial services involving different religious rites, or customs; escorting mourners to their seats, etc.) which demonstrates that the applicant has acquired knowledge of burial or inurnment practices and procedures, familiarity with cemetery operations and grounds maintenance, and the ability to deal with individuals and groups under stressful, i.e., aggrieved, conditions.

The work may have been performed at a funeral parlor, cemetery or other comparable setting and must have included attendant office administrative duties such as responding to inquiries and providing information to survivors, relatives and others, writing memoranda or reports and keeping records.

### **Substitutions Allowed**

1. Successful completion of a substantially full-time clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English, arithmetic and general clerical/office procedures may be substituted for the required General Experience on the basis of fifteen (15) semester credit ours of satisfactorily completed course work for six (6) months of experience, up to a maximum of one (1) year.
2. Education at an accredited college or university in a baccalaureate program with courses in English composition and college mathematics may be substituted for experience on the basis of fifteen (15) semester credit hours for six (6) months of General Experience, up to a maximum of one (1) year of General Experience.
3. Excess Specialized Experience may be substituted for General Experience on a month-for-month basis.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

### **Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

### **Tests**

Applicants may be required to qualify on an appropriate examination.

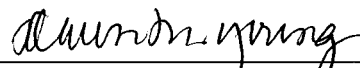
**Physical and Medical Requirements**

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the class CEMETERY OPERATIONS ASSISTANT, which were approved on March 2, 1993.

DATE APPROVED: 2/1/2012

  
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BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development